



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: St John's Ministries Homeless Shelter

Parcel Number(s): _____

Petitioner(s): Rob Frazier

Date: 11/01/22

Email: rfrazier@stjohnsgreenbay.org

Phone Number: 920-617-8700

Address: 411 St John's Street

City: Green Bay

State: WI

Zip: 54301

Property Owner: St John's Ministries

Phone Number: 920-436-9344

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Rob Frazier, respectfully request that the City of Green Bay take the following action:

- ☐ Rezone Property (\$300.00 Review Fee)
- ☒ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$300.00 Review Fee)
- ☐ PUD and PUD Amendments (\$350.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
- ☐ Approve Preliminary Condominium Plat (\$150.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Certified Survey Map (\$150.00 Review Fee)
- ☐ Approve Final City/Extraterritorial Subdivision Plat (\$100.00 Review Fee)
- ☐ Approve Final Condominium Plat (\$100.00 Review Fee)
- ☐ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- ☐ Grant a Postponement of Development Fees (\$100.00 Review Fee) [Review by I&S and/or Park Committees]
- ☐ Development District Map Amendment (\$200.00 Administration Fee)
- ☐ Official Map Amendment (\$200.00 Administration Fee)
- ☐ Plat of Right-of-Way (\$200.00 Administration Fee)
- ☐ Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- ☐ Street Name Change (\$200.00 Administration Fee)
- ☐ Declare City Property "City Surplus" (\$200.00 Administration Fee)
- ☐ Vacate a Street/Alley/Pedestrian Way (\$200.00 Administration Fee) – PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Closure of Street/Alley/Pedestrian Way (\$200 Administration Fee) – PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$200.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

Owner Signature: _____

Date: 11/01/22

Petitioner Signature(s): Rob Frazier

Checklist of required attachments:

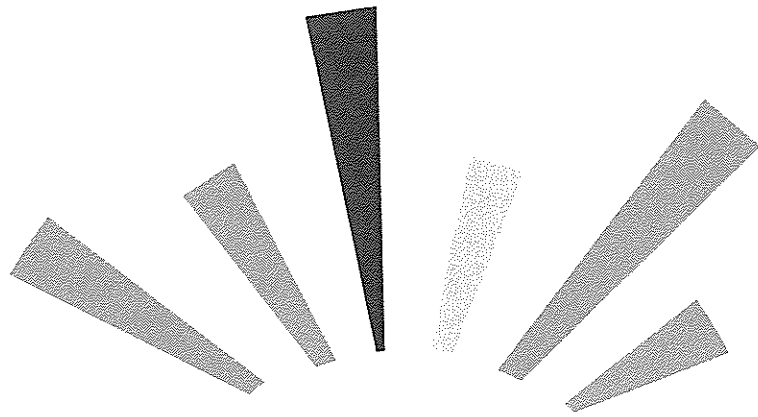
- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: _____

Receipt No.: _____

Zoning Petition No.: _____



ST. JOHN'S MINISTRIES

**St John the Evangelist Homeless Shelter
Operational Plan (2022)**

Mission:

St. John's ministries responds to those experiencing or at risk of homelessness (in the Green Bay area) in a way that honors their dignity, restores hope, and creates lasting change.

Vision:

Through a spirit of familiarity, rapport, and trust each person will leave better than they came.

Target Population:

- Individuals who do not qualify for main-stream shelter services because of criminal histories or other issues.
- Individuals with active alcohol/drug abuse issues.
- Individuals with chronic mental health issues.
- Individuals with co-occurring disorders.
- Individuals with a history of frequently cycling between the street and shelter.

Eligibility:

- Single adults 18 years and older. Families will be referred to the Crisis Center.
- The individual has no other housing option available to them at that time.
- The individual conducts himself/herself in a peaceful and respectful manner.
- The individual is not a registered sex offender.
- The individual provides complete intake information.
- The individual can provide complete self-care when presenting each night.
- The individual agrees to a background check, law enforcement and Department of Corrections notification of presence at the shelter, release of information for Brown County Health & Human Services, New Community Shelter and Outreach Health Care and signs the forms.
- The staff will consult with appropriate agencies such as law enforcement and Brown County Health & Human Services if there are any safety concerns.

Intake:

- The "St John the Evangelist Homeless Shelter Intake Packet" will be completed on admission. This includes, but is not limited to:
 - Brown County Homeless and Housing Coalition Common Intake Information Form
 - Release(s) of Information Form
 - Adult Hold Harmless/Indemnity Agreement
 - Grievance and/or Appeal Procedure.
 - TB Risk Assessment Form
 - Shelter Rules
 - Emergency Fire Procedure

- A background check is completed to identify any concerns and plan for safety.
- A copy of the individual's ID is placed in the file. If the individual has no ID, a picture will be taken and placed in the file. Individuals without a government issued identification card will then be assisted in getting one.

Extreme Weather Plan:

- The shelter will remain open during times when the weather, with wind-chill, falls below -40 degrees. In the event of subzero weather that does not meet these criteria, The Micah Center will extend their hours to provide service as necessary.

Emergency Overflow Plan:

- Since its inception, St. John's has provided offsite overflow accommodations, in partnership with local churches and nonprofits, to respond to the need when those presenting for shelter exceed St. John's CUP numbers. These overflow locations operated from 9pm-7am with St. John's staff present. St. John's current proposal allows St. John's to continue meeting the full need while providing consistent, identified locations. This will better serve first responders who otherwise needed to identify *which* location St. John's overflow was operating from.

Policies/Expectations:

- All guests are required to present to Micah Center (612 Stuart St.) or Wellspring (700 East Walnut St.) the morning after they first present (or Monday morning if on the weekend) to complete orientation with a Case Manager. Orientation takes place at 9:00 am.
- Shelter opens each night at 5:00 pm. All guests are expected to check in prior to 9:00 pm. Any guests presenting after 9:00 pm will be denied entry unless granted prior approval by a Case Manager.
- Searches of coats/jackets, pockets, shoes, backpacks/bags and all other belongings will be performed by security staff at shelter entrance. Any items deemed to be potentially harmful will be held by security staff and will be returned to guest as he or she exits the following morning.
- No food or drink may be brought into shelter.
- Guests who attempt to bring alcohol, drugs or drug paraphernalia into shelter will be denied entry and items will be confiscated.
- All medications must be checked into the shelter med room. Guests will be allowed access during scheduled med calls: 6 pm, 8 pm, 9 pm and 6:00-8:30 am.
- There is no smoking allowed in shelter. Smoking is only allowed during scheduled smoke breaks: 6:45 pm, 8:45 pm, 9:45 pm and 7:00 am.
- Showers are available until 11:00 pm and after 5:00 am. Soap, shampoo and towels are provided. Please clean up after yourself in the bathroom.

- You will not be denied entry to shelter if you've been drinking. However, if security staff determines you are unable to provide self-care, you will not be allowed into shelter.
- All guests, staff and volunteers are expected to act in a respectful manner towards one another. If staff deems your behavior to be disrespectful or inappropriate, you may be exited from shelter.
- All guests are expected to be awake and out of shelter by 9:00 am.
- If you have any questions about any shelter rules or procedures, please ask a staff member.

Services and Programming:

- The shelter is open 5pm – 9am, 7 days a week, beginning November 1st. As a seasonal shelter, it closes each season on April 30th. [A scaled back, safe sleeping program is offered April 30th-October 31st. This program provides only access to safe sleeping.]
- The shelter provides a safe place to sleep and a high level of supervision.
- The shelter provides light meals, beverages, and snacks.
- There is an intentional focus on engagement with individuals and the development of a trusting relationship.
- Staff is trained to deal with safety concerns, issues around drugs and/or alcohol, and they possess conflict/crisis resolution skills.
- The Green Bay Police Department is a welcome partner presence on site at the shelter, as they desire.
- Security/Support staff are on-site during all hours of operation.
- Shower facilities, clothing, and personal hygiene products are available to all individuals.
- Programming currently includes:
 - Identifying and obtaining basic resources.
 - Case Management meetings and individualized planning.
 - On site mental health and substance abuse assessment and referral by Brown County Human Services one morning a week.
 - On-site mental health counseling (MORE- Mental Health Outreach Resource Expansion through Foundations services).
 - On-site medical services one morning a week.
 - On-site tuberculosis surveillance.
 - On-site weekly Veterans services
- The shelter also operates two year-round, comprehensive daytime resource centers, the Micah Center and Wellspring. These facilities provide a compassionate drop-in component with rigorous programming to assist individuals in taking steps towards self-sufficiency. Programs include:
 - Computer Lab
 - Education Lab with on-site tutors
 - Daily workshops
 - AA and Recovery Meetings
 - Doctor's office with on-site medical services

- On site mental health treatment and counseling
- On site Veterans services

Case Management Model:

- Engage and develop trusting, working relationships
- In partnership with individuals, assess their strengths and needs and develop a plan to address them.
- Advocate for individuals and facilitate referrals to community agencies for interim shelter, housing, mental health and substance abuse services, health care, and basic needs.
- Follow up with agencies regarding services.

Internal Documentation/Record Keeping:

- All individuals checking in for the night will sign-in. The information on the nightly log includes:
 - Legal Name and Date of Birth
 - Arrival and departure times
 - Medication check in
- The Nightly Log is faxed to the Green Bay Police Department daily.
- All pertinent information will be routinely entered in to Clarity, the WI HMIS database.
- Incident reports are to be completed on any atypical occurrence and are reviewed by the Associate Executive Director, Security Director, and Shelter Manager.

Staffing:

- A minimum of 6 staff in the evenings, and three overnight, are regularly assigned.
- Volunteers will provide support for food services, clothing and personal care product acquisition, assistance with bedding and showers. In addition, volunteers are encouraged to interact with guests.
- Staff and volunteers must meet established criteria and guidelines.

Critical Partnerships:

Brown County Homeless & Housing Coalition

- St. John's remains active as a member of the Coalition, serving on various projects and subcommittees to address the root issues of poverty and homelessness
- St. John's collaborates with other shelters and service providers on a coordinated assessment and intake form

Brown County Health & Human Services:

- St. John's provides a list of the individuals staying at the Homeless Shelter to Brown County Human Services each night.

Green Bay Police Department:

- A daily list of the individuals who spent the night are faxed to the Green Bay Police Department.
- Green Bay Police Department provides an on-site visible presence. Historically, Community Police Officers and Mental Health Officers have stopped in on-site multiple times a week.
- Green Bay Police Department provides support to St John staff in unusual situations such as persons known to be sleeping outside or who are a danger to themselves or others.
- Green Bay Police Department provides advice and input on Safety Plans.

Crisis Center

- The Crisis Center provides afterhours and weekend access to emergency County services.
- The Crisis Center provides the access point for individuals needing Diversion or Mental Health Center Services.
- The Crisis Center is a resource for emergency counseling/ intervention when an individual is expressing suicidal ideation/intention.

MORE Program

- St. John's provides referrals to the MORE Program which offers on-site mental health counseling and treatment services.
- St. John's notifies the MORE therapist immediately of someone needing crisis evaluation or those needing a referral for treatment options.
- The MORE therapist provides weekly counseling sessions to individuals as well as group therapy options at both the shelter and Micah Center.

Outreach Healthcare

- St John's provides a list of the individuals staying at the homeless shelter to Outreach Healthcare.
- St John's staff notifies Outreach Healthcare immediately of individuals with a high-risk TB assessment. Outreach Healthcare facilitates a timely and appropriate assessment of the individual.
- Outreach Healthcare provides routine TB surveillance, health care services and medical case management to the individuals at the homeless shelter weekly.
- Outreach Healthcare facilitates necessary medications, diagnostic procedures and specialty referrals.
- *During the COVID pandemic, St. John's and Outreach Healthcare work closely to monitor guests, screen for potential concerns, and ensure CDC guidelines are being implemented for the health & safety of the community.*

Neighborhood

- St Johns facilitates open communication with any concerned individuals in the neighborhood and addresses issues in a timely manner.

- The Security Director is available to the chair of the Neighborhood Association to discuss any concerns and to share shelter outcomes.

Probation and Parole

- St. John's conducts a background check to identify anyone currently on probation and parole. A nightly sign-in log is submitted to WI DOC.
- Problematic behavior, improvement in behavior, verification and follow-through of required classes are reported to the individual's agent.
- If an individual on probation presents to St. John's smelling of alcohol, appearing to be intoxicated or displaying significant behavior change that may indicate use of illegal substances, it is assumed they are in violation of probation or parole. Their agent will be notified immediately. A second incident would result in notifying the agent again as well as a call to the Green Bay Police Department.
- Department of Community Corrections provides staff with annual training on probation and parole guidelines, preferred communication and a list of agents.

Veteran Affairs and Center for Veteran Issues

- St. John's provides a list of veterans to the Center for Veteran Issues and to Veteran Affairs as requested.
- The veterans-specific programs provides an on-site presence to assist with helping homeless veterans find employment and secure housing.

Landlords

- St. John's works actively with area landlords to promote and advocate on behalf of shelter guests.
- St. John's assists with security deposit and initial rent payments for qualifying individuals transitioning into their own apartments. St. John's provides home visits and ongoing case management, while mediating issues that may arise with the landlords, to assist individuals in transitioning into independent living.

Taskforces and Committees

- St. John's staff are active members of various committees addressing the systemic issues of homelessness.

This document is not intended to be all inclusive and modifications will be made on an on-going basis as appropriate.